

NOFA for CSBG Discretionary Funds for Reentry Activities

Tab B: Part 1 - Experience

Instructions:

When responding to the questions in Tab B - Part 1 - 4:

- 1. Attachments:** Applicant must complete all areas highlighted in **yellow** and upload attachments according to the instructions found on the Wufoo submission page.
- 2. Responses:** If the response is provided in a separate document, please ensure that the response is uploaded as the appropriate entry in the Wufoo submission. If the Department is unable to clearly determine which question the response pertains to, the applicant may not receive points for their response.
- 3. Years of Experience:** When responding to years of experience, if the experience is 6 months or greater, round your response up to one year. If it is less than six months, do not. For example: 1 year 5 months would be 1 year and 1 year 6 months would be 2 years.
- 4.** All applicants must complete all parts of the application questions.

Tab B: Part 1 - Experience

Section	Question	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)
1.1	The applicant's experience administering other state or federally funded programs subject to 2 CFR Part 200 or UGMS/TXGMS (currently administered directly by applicant) during the past 10 years. Other grant funds from the Texas Department of Housing and Community Affairs (TDHCA), excluding the CSBG Discretionary grant, are to be included. If applicant received the grant for more than one fiscal year, include number of years it was received.	State or federally funded grant programs administered: Note: A maximum of 10 points will be awarded. • 1 point for each state or federally funded program administered Note: Points will not be given for TDHCA CSBG Discretionary grant.	10			
	Table 1.1 In the table below, list all current state or federally funded grant programs administered directly by the applicant and the number of years administering the grant (indicate each grant source only once), including TDHCA funds. Add additional pages as necessary.					
Section	Question	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)

1.2	<p>Provide the following information on the experience in serving the target population. Target population is defined as individuals who have exited jail or prison within the past year.</p>	<p>In assigning points, reviewer will consider:</p> <p>a. A maximum of 40 total points may be awarded: (b) + (c) + (d) + (e). Narrative responses should be provided in rows 27-36 below.</p> <p>b. A maximum of 10 points may be awarded, with 4 points for 2 years of experience, 8 points for 3-4 years, 10 points for 5+ years of providing direct supportive services to the targeted population.</p> <p>c. Provide points for the number of unduplicated persons served with supportive services from December 1, 2022 - November 30, 2023: 1-15 persons award 2 points; 16-29 persons award 4 points; 30-45 persons award 6 points 46-55 persons award 8 points 56+ persons award 10 points</p> <p>d. 2 points will be awarded for each service provided, with a maximum of 10 points possible.</p> <p>e. 2 points will be awarded for each additional service currently being provided, with a maximum of 10 points possible.</p>	40			
<p>a. In the space below, provide a detailed description of relevant prior experience providing services related to aiding individuals in the target population. Must indicate whether the experience was targeted to providing services to formerly incarcerated populations. If services were provided only to the general population, explain such. Include information on staff qualifications and capacity to meet the needs of the target population. Include any experience working with landlords, property managers, and other housing providers.</p>						
<p>b. In the space below, provide the number of years (and include particular years i.e. 2015-2020) of relevant experience providing <u>supportive services</u> to the target population. Examples: GED assistance, employment training, transportation help, housing assistance, personal documentation collection (driver's license, ID), etc.</p>						
<p>c. In the space below, provide the number of unduplicated individuals in the target population that were served with some form of supportive services by the applicant between December 1, 2022 - November 30, 2023.</p>						

d. In the space below, indicate how many of the direct housing services, listed below, you currently offer to the target population.

- ☐ Rental assistance
- ☐ Payment of security deposits, application fees
- ☐ Payment of moving costs
- ☐ Utility payments
- ☐ Payment of landlord incentives

e. If you currently offer other supportive services, describe all your services below. Examples: GED assistance, employment training, transportation help, housing assistance, personal documentation collection (driver's license, ID, etc.), etc.



NOFA for CSBG Discretionary Funds for Reentry Activities

Tab B: Part 2 - Prior Performance

Tab B: Part 2 - Prior Performance

Section	Question	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)
2.1	<p>In the table below, list all funded programs administered and monitored in the past 3 years.</p> <p>Provide copies of the most recent monitoring reports for each of the programs listed in response to question 1.1.</p> <p>If the grant has not been monitored, provide information on the name of agency providing funds, contact name, email and phone number and an explanation as to why it hasn't been monitored.</p> <p>Provide follow-up responses from funding agency and your organization to demonstrate resolution of monitoring findings/deficiencies. If follow-up response has not been released, explain.</p> <p>Deficiencies are those which identify issues related to fraud, waste, abuse, or financial irregularity, or <u>significant</u> non-compliance with either federal rules, state regulations/rules including, but not limited to 2 CFR Part 200 or Uniform Grant Management Standards/Texas Grant Management Standards.</p>	<p>Number of monitoring concerns, findings/deficiencies (or other comparable terms), and disallowed costs identified in monitoring reviews of federal and state funded programs.</p> <p>(1) for each concern, deduct -2 points.</p> <p>(2) for each finding which is not significant, deduct -4 points.</p> <p>(3) for each finding which is significant, deduct -8 points. Significant findings are those such as ones related to questioned costs or potentially ineligible costs related to client financial assistance due to ineligible clients or cost allocation issues.</p> <p>(4) For each monitoring report of any State or federal funds which had disallowed costs under \$1000, deduct -1 points, in addition to point deductions related to (2) and (3) above.</p> <p>(5) For each monitoring report of any State or Federal funds which had disallowed costs \$1,000 and above, deduct -2 points, in addition to point deductions above.</p> <p>(6) Applicant shows history of not cooperating with or not submitting TDHCA requested monitoring documentation in the past 3 years: Deduct -4 points per fund source of non-cooperation.</p> <p>Note: If monitoring report and follow-up responses are not attached and/or explanatory information as to why a monitoring report is not provided: Deduct -10 points per funded program. If a monitoring report is not attached and/or explanatory information is not provided: Deduct -5 points per grant. Maximum point deduction -30 points total.</p>	(points to be deducted based on review)			

Table 2.1 (Instruction: Please provide copies of the most recent monitoring reports for each funding source. If the grant has not been monitored in the past 36 months, provide a document from the funding source to that effect. Scan all monitoring reports into one document and include a cover page labeled as "Documents in response to Question #2.1.")

Funding Source	Name of Most Recent Monitoring Report	# of Concerns # of Findings/Deficiencies	Copy of Report attached (Y/N) Date of Last Monitoring (MM/DD/YY)	Amount of Disallowed Costs
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Section	Question and Response	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)
2.2	<p>Has the applicant been placed on a modified cost reimbursement basis of payment for TDHCA Community Affairs funded programs during the past 3 years (a contract sanction whereby reimbursement of costs incurred by a Subrecipient is made only after the Department has reviewed and approved backup documentation provided by the Subrecipient to support such costs)?</p> <p>Response: Select Yes or No in the drop down menu of the cell below:</p> <hr/> <p>Is the applicant currently on a modified cost reimbursement method of payment for TDHCA funded programs?</p> <p>Response: Select Yes or No in the drop down menu of the cell below:</p> <hr/>	<p>Applicant's history of being on a modified cost reimbursement method of payment for TDHCA Community Affairs Division funded programs.</p> <ul style="list-style-type: none"> • Yes, during the past 3 years: Deduct -5 points • Yes, currently on modified cost reimbursement: Deduct -10 points • No, not during the past 3 years: 0 point deduction 	(points to be deducted based on review)			

Section	Question and Response	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)
2.3	<p>Audit: Submit the most recently completed Single Audit or third-party audit. Also include management letters and responses to management letters as applicable. Submit/upload with Attachment C.</p> <p>If the audit indicates that the findings/questioned costs, disallowed costs, or internal control deficiencies/ concerns, are the same as those raised in the monitoring reports already addressed in Section 2.1, the application will not lose points in both areas for those items. Section 2.1 will be scored first, and any additional point deductions will be applied here.</p> <p>An organization <i>not</i> subject to either the Federal or the State Single Audit requirements must submit one copy of a third-party audit of financial statements prepared by a Certified Public Accountant, including any notes to the audit. Submit/upload with Attachment C.</p> <p>Private Nonprofit Organizations that have expended less than \$750,000 in Federal or State funds <u>and</u> who have received LIHEAP or CSBG funds from the Department in the last fiscal year are not required by federal or state law to have an audit and therefore are not required to submit a separate audit with this RFA. For these organizations, Section 2.1 will suffice as the scoring tool to be used for prior performance.</p>	<p>Three Scoring Areas:</p> <ol style="list-style-type: none"> 1. Audit Findings for most recent audit period <ul style="list-style-type: none"> • Audit with no findings: -0 points • Audit with some findings (not significant): -5 points • Audit with significant findings (Note that significant findings/deficiencies may deem an application ineligible: -10 points) 2. Disallowed Costs for current audit period <ul style="list-style-type: none"> • No disallowed costs: 0 points • Questioned costs: -3 points • Disallowed costs (significance based on other than minor administrative error): -10 points if disallowed costs are 10% or more of the related grant award. If below 10% of the related grant award, deduct -5 points. 3. Internal Control Deficiencies or Material Weakness for current audit period <ul style="list-style-type: none"> • No internal control deficiencies or material weakness or concerns: 0 points • Material weakness(es) identified: - 5 points • Significant Internal Control Deficiency(ies) identified: -10 points • Internal Control Deficiencies identified: -5 points 4. Single Audit has not been completed and is overdue (do not deduct points if an extension is allowed due to COVID-19): -20 5. If applicant does not meet threshold for completing a Single Audit and has not had a third-party audit of financial statements prepared by a Certified Public Accountant, deduct -20 points. 	(points to be deducted based on review)			

NOFA for CSBG Discretionary Funds for Reentry Activities

Tab B: Part 3 - Proposed Reentry Services/Activities

Tab B: Part 3 - Proposed Reentry Services/Activities

Section	Question	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)
3.1	In the table below , briefly describe the initiatives and how your organization will implement the proposed initiatives and evaluate progress on accomplishing what is proposed.	<p>Evaluation of Initiative: Review plan to evaluate proposed initiative and award points as follows: Evaluation plan should include, but not be limited to, identification of the tasks, steps to accomplish tasks, planned outreach methods, method of evaluating success, and frequency of evaluation.</p> <ul style="list-style-type: none"> • Award up to 20 points if applicant has a well laid out plan for the program, with robust methods for outreach and internal evaluation. Applicants must also, be currently providing, or proposing, at least 4 of the 5 possible services. • Award up to 15 points if applicant has a sufficient plan for the program, with appropriate methods for outreach and internal evaluation. Applicants must also, be currently providing, or proposing, at least 3 of the 5 possible services. • Award up to 10 points if applicant has a plan for the program, with some methods for outreach and internal evaluation. Applicants must also, be currently providing, or proposing, at least 1 of the 5 possible services. 	20			
Section 3.1 – Table						
Evaluation Process - In second column, identify and describe which activities/services you intend to provide; 3) In third column, identify the steps to accomplish the activity/service; 4) In fourth column, describe planned outreach methods to reach target population with proposed services, 5) In fifth column, describe methods for evaluating success, and 6) In sixth column, describe frequency of evaluation of the success of each activity/service.						
Possible Services	Description of how you will provide these services. For any services you will not provide, write N/A	Steps to allow you to begin providing these services, if you are not already doing so. If you are, describe your current process.	Outreach methods you will use to reach target population with proposed services	Methods for evaluating success	Frequency of evaluating success	

Landlord Incentives					
Up to \$1000 for a 6-month lease, up to \$1500 for 12-month lease					
Housing Application Fees					
Payment of standard housing application fees					
Housing Security Deposits					
Payment of standard security depost prior to lease commencing					
Damage Coverage					
Payment of up to \$3,000 in applicable property damages for eligible tenant					
Unexpected Vacancy Coverage					

Payment of up to 1 months' rent in the event of an unexpected vacancy during the lease term						
Other Any other proposed services to aid in meeting the goal for the target population						
Section	Question	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)
3.2	In yellow box below, provide target for the total number of unduplicated persons to be served through the grant (only counting the individual once, even if they will receive multiple services).	Award points as follows: 1-15 persons: 5 points 16-29 persons: 8 points 30+ persons: 10 points	10			
	3.2 Response:					
Section	Question	Scoring Mechanism	Maximum Points	Self-Score	Reviewer 1 (TDHCA use only)	Reviewer 2 (TDHCA use only)

3.3	In yellow box below, provide the following information: Describe how your organization will coordinate and partner with other service providers in the service area to meet the varied needs of clients enabling them to maintain safe and stable housing. Include current and planned efforts, and identify them as such. List partners on the next tab, Tab B-Part 3.3.	In assigning points, reviewer will consider the depth to which the information provided demonstrates: a. A clear coordination of efforts: 8 point maximum b. A variety of client needs addressed through coordinated efforts: 8 point maximum c. Additional planned efforts: 4 point maximum	20			
3.3 Response						

50	0	0	0
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3.3 - Table

Below, list all partners and identify the services they offer. Indicate whether they are referral partners, working partners, or if you have an MOU/contract in place. Add lines as necessary.

[illegible]

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Tab B: Part 4 - Budget

Instructions: This budget spreadsheet should match, penny for penny, the budget spreadsheet submitted in Attachment B.

Amount of CSBG Funds Applicant is Requesting:	\$ -
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BUDGET CATEGORIES	AMOUNT
B.1 Personnel/Fringe/Equipment/Supplies	\$ -
B.2 Direct Client Services	\$ -
B.3 Indirect Costs	\$ -
TOTAL BUDGET*	\$ -

<i>% of Budget Spent on Direct Client Service Expenses</i>	#DIV/0!
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Scoring Mechanism	Maximum Points	Score
Points awarded based on % of budget spent on direct client services: 80+%: 30 points 70-79.99%: 15 points 0-69.99%: 0 points	30	#DIV/0!

Note: This submitted budget will be the budget in your contract, if awarded. Contract amendments will be allowed to move funds from B.1 or B.3 to B.2, but B.2 funds will not be allowed to move to B.1 or B.3. The funds of this contract are intended to be direct client service expenses.

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Tab B: Scoring Summary

<i>Application Question Sections</i>				
Scoring Section	Maximum Points	Self Score Points Received	Reviewer 1	Reviewer 2
Part 1: Experience	50	0	0	0
Part 2: Prior Performance	Deductions To Be Determined	0	0	0
Part 3: Proposed Services/Activities, Outreach & Partnerships	50	0	0	0
Part 4: Budget	30	#DIV/0!	#DIV/0!	#DIV/0!
Maximum Points = 130				
Final Score	130	#DIV/0!	#DIV/0!	#DIV/0!

** The Self-Score column on Tab B Parts 1-3 are to be completed by the Applicant; however, the Department does not base its scoring of the application on the Applicant's self-score.*

***The Department reserves the right to reject applications with a score below 50% of the maximum eligible points. See Section VI of the NOFA for further details.*

****TDHCA reserves the right to request further information related to the application for clarification purposes during the scoring review period.*

*****In the event of a tie, the following sections will be used to break the tie: Section 1.2 (highest score), followed by Section 3.1 (highest score), followed by Tab B Part 2 (highest score)*